

**Position Requirements Document Cover Sheet****Position Number: 13768****Classification: Life Cycle Project Director, NH-301-II****Local Title:****Employing Office Location: Orlando, Florida****Duty Station: Ft. Rucker, Alabama****Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)****1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEOSTRI)****2<sup>nd</sup> Div: Project Manager, Field Operations and Support (OPS)****3<sup>rd</sup> Div: Virtual Training Division****4<sup>th</sup> Div:**

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor: Malcolm R. Solley****Title: APM, PM Field Ops****Signature: //S//****Date: 11 Jan 05****Higher Supervisor or Manager: David W. Manning****Title: PM Field Ops****Signature: //S//****Date: 11 Jan 05**

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official: Michael Lozano****Title: Human Resource Specialist, NAVAIR HRO****Signature: //S//****Date: 2 Feb 05****FLSA: Exempt****Drug Test: NO****Key Position:****Sensitivity: NCS****Reason for Submission:****Previous PD Number:****Envir. Diff:****Acq Posn Category: A****Acq Career Level: 2****Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****BUS Code: 7777 CL:****Emergency Ess:****OPM Functions Code:****Status: Competitive****Subject to IA: YES****Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:****Financial Disclosure: [ ] Public Financial****[ ] Confidential Financial****[ ] Supervisor [ ] Manager****[ X ] Neither****Citation 1: USOPM PCS for GS-301 Series, TS-34-Jan 79****Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**

**Acquisition Workforce Demo Project  
Position Requirements Document**

**I. Organization information:**

Position is located in the office of Program Manager, Field Operations & Support (OPS) in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Life Cycle Project Director, NH-301-II.

**III. Duties:**

1. Assists in project direction of life cycle management and procurement of new system/devices and modernization of fielded systems in support of the Division and designated Project Management Offices. Support the intensive management of omnibus Life Cycle Contractor Support (LCCS) contracts. Assists in development of the Acquisition Plan(s) and other required project documents for approval; writes assigned portions of the contract Statement of Work, establishes schedules, contract data requirements lists, etc. Responsible for the assigned portion of acquisition programs, production and engineering change proposals, and maintaining contract award schedule. Resolves problems in this area with integrated product team members. Supports the LCCS contract's Contracting Officer's Representative (COR) or alternate COR for all assigned projects. Supports the Life Cycle Project Director for system/components undergoing modifications, integration of new requirements, re-procurements, relocations, and secures support from sources within and outside PEO STRI to meet user/project requirements. Reviews transition plans for TADSS identified for incorporation into Life Cycle contracts and identifies plan shortfalls in areas of logistics support and presents case for corrective actions, in writing and verbally, to correct the deficient items. Assists in modifying and coordinating training system material fielding; serves as a member of the material fielding team.
2. Supports the development of budget requirements and obligation plans for assigned projects. Assists in the managing of funding and obligation plans within Life Cycle contract efforts ensuring that the contractor (especially on cost plus contracts) prudently

manages funds. Notifies the Senior Life Cycle Lead Project Director of funding discrepancies in a timely manner. Assists the Senior Life Cycle Lead Project Director in planning, managing and budgeting for Systems Integration Tasks (hardware and software), Independent Verification and Validation (IV & V), Subject Matter Expert (SME's), Support Service Contractor efforts, Functional Configuration Audits (FCAs), and Physical Configuration Audits (PCAs). Assists in the project guidance, priorities and reviews documentation in support of the goals of PEO STRI to include user activities.

3. Assists Senior Life Cycle Project Director with functions in support of assigned Foreign Military Sales (FMS) procurement actions to include pre-project efforts in developing cost estimates for new requirements. Coordinates with the various commands unique to FMS procurements to include U.S. Army Security Assistance Command and various U.S. Embassies on procedures for delivery, installation and training of foreign students. Assists in coordination between contractors and foreign freight forwarders to provide shipment of the training devices/systems. Assists in reviews, and provides instructions of policies and procedures as they relate to FMS unique procurements. Coordinates and monitors training courses, both CONUS and OCONUS, for foreign students to include hotel, travel and rental car arrangements.

4. Serves as a member of the Configuration Control Board in the preparation and evaluation of proposals/ECP's; monitors contractual efforts to ensure all requirements and milestones are met. Supports the Competition in Contracting Act (CICA), Small Business Administration (SBA), Federal Information Processing (FIP), and Value Engineering (VE) program.

5. Assists with preparation and presentation of formal and informal information and decision briefings to the Installation/Activity Commanders and others. Supports the coordination, staffing, and preparation of the execution staff summaries and letters for concurrence and/or acceptance. Supports PEO STRI interface to MACOMs, NGB, and Advanced War-fighting Experiments and DA level activities for future requirements. Assists with direct support and integration support through the Life Cycle Support (LCS) contractor. Maintains competency through continuing training courses in Federal procurement laws to include Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFAR), DOD Guidance, Navy Procurement Acquisition Regulations (NPARS), Mil-Standards (Mil-Std), Army Material Command Directives, Standard Operating Procedures (Sops), Base Orders and internal directive guidance.

#### **IV. Factors:**

Factor: 1. - Problem Solving                      Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation      Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations                      Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision              Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

#### **Security Clearance and Travel Requirements:**

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

#### **Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes**

Skill in interpersonal relations

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to communicate orally and in writing

Ability to work cooperatively as a member of a team

Knowledge of program planning and budgeting cycles

Ability to identify problems and develop innovative solutions

Ability to execute projects and/or studies within established financial and time constraints